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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:                   ASSOCIATE EDUCATION CURATOR (SCIENCE)**

**DEFINITION**

Under general supervision, to plan, organize, lead and conduct the science education program for the Museum; to provide responsible and technical staff assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an entry/journey class in the Curatorial series. Positions in this class work under general supervision in accordance with established schedules and standards exercising independent judgment in solving problems. Incumbents are expected to assist higher level curatorial staff by assuming full responsibility for the science programming at the Museum. This responsibility usually involves the selection, training, supervision, and evaluation of subordinates, and budget preparation and administration.

**REPORTS TO:**       Curator of Natural History/and or Education Curator

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Curator of Natural History and exercises general supervision over lower level Museum personnel.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Plan, organize, supervise, lead and participate in science programs for the Museum.
- Assist in the direction of an educational activity for a community area, either in the Museum or for an outreach program.
- Participate in program planning meetings and assist in developing program and activity plans and reviewing current programs.
- Organize instructional activities for after school science programs.
- Supervise and participate in school programs and special events.
- Develop participant interest and enthusiasm.
- Supervise the use and care of science education objects, live plant, and animal specimens.
- Plan and conduct group programs and outings.
- Requisition supplies and materials, maintain an inventory, and control their use.
- Supervise, train, and evaluate subordinates.

**QUALIFICATIONS**

**Knowledge of:**

- State science curriculum framework.
- Principles of supervision, training, performance evaluation, and budgeting.
- First aid practices and techniques.
- Personal computer operation and software applications.
- Principles and practices of organizing and conducting science education programs.
- Recordkeeping and reporting procedures.
- Instructional techniques and methods for science programs for a variety of interests and abilities.
- Community structures and processes; individual and group dynamics.

**Ability to:**

- Plan, organize, lead, and direct individuals and groups and participate in Museum science education activities within a flexible work schedule.
- Adhere to program standards and objectives.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Prepare and maintain a variety of records and reports.
- Meet and deal tactfully with the public.
- Select, train, supervise, and evaluate subordinates.
- Solve disciplinary problems effectively.
- Operate personal computer and applicable software applications.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in Natural Science, Science Education, or Environmental Studies, or a closely related field.

Experience: One year of experience in a science classroom or in conducting science programs for children.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Associate Education Curator

**TO:** Education Curator